

# Training Accreditation Council FACT SHEET

## Trainer and Assessor Requirements: the Certificate IV in Training and Assessment

This Fact Sheet has been prepared to support RTOs maintain the quality of their services and demonstrate compliance with the *Standards for Registered Training Organisations (RTOs)*, particularly the requirements of Clauses 1.11, 1.14, 1.15 and 1.24. This Fact Sheet does not fully address all requirements of Clauses 1.8, 1.9, 1.10, 1.11 or 1.13.

### Relevant clauses from *Standards for RTOs*

Standard	Clauses	Glossary	Schedule
1	1.8, 1.9, 1.10, 1.11, 1.14, 1.15, 1.24	P.7, 12 & 13	1

The professionalism of the vocational education and training (VET) workforce has always been considered a cornerstone in ensuring the quality of outcomes for the community. Accordingly, the Certificate IV in Training and Assessment, the base qualification for all VET trainers and assessors is subject to regular review.

In 2016 the Australian Industry and Skills Committee (AISC) approved an update to the Training and Education (TAE) Training Package to include two additional core units in the TAE40116 Certificate IV in Training and Assessment qualification. The AISC also recommended that the Council of Australian Governments Industry and Skills Council (CISC) consider applying the new requirements to the existing VET workforce. CISC endorsed the AISC recommendation.

This change prompted an amendment to the *Standards for RTOs*, which has been in force since 6 July 2017. Trainers and assessors in the VET sector have until **1 April 2019** to meet the requirements of the revised regulatory standards.

## The Regulatory Requirement for Trainers and Assessors

As outlined in Schedule 1 of the *Standards for RTOs*, trainers and assessors in the VET sector who conduct training and assessment for an RTO must meet **one** of the following requirements by **1 April 2019**.

### Option 1

TAE40116 Certificate IV in Training and Assessment, or its successor

OR

### Option 2

A diploma or higher level qualification in adult education

OR

### Option 3

TAE40110 Certificate IV in Training and Assessment

**plus** one of the following:

- TAE LLN411 Address adult language, literacy and numeracy skills
- TAE LLN401A Address adult language, literacy and numeracy skills

**plus** one of the following:

- TAE ASS502 Design and develop assessment tools
- TAE ASS502A Design and develop assessment tools
- TAE ASS502B Design and develop assessment tools.

**Assessors** in the VET Sector **who conduct assessment only** for an RTO have **four options**. By **1 April 2019** they must meet **one** of the three options listed above **OR**:

### Option 4

TAESS00011 Assessor Skill Set or its successor

or

TAESS00001 Assessor Skill Set,

**Plus** one of the following:

- TAE ASS502 Design and develop assessment tools or its successor
- TAE ASS502A Design and develop assessment tools
- TAE ASS502B Design and develop assessment tools



## CASE STUDY: EXAMPLE 1

Peta has worked in the VET sector for many years and holds the following qualifications:

- TAE40110 Certificate IV in Training and Assessment (Peta's qualification includes the unit TAELLN401A Address adult language, literacy and numeracy skills as one of the three elective choices.)
- TAE50211 - Diploma of Training Design and Development (the unit TAESS502B Design and develop assessment tools is a core unit in this qualification)

The combination of qualifications that Peta holds means that she meets the 1 April 2019 requirements for conducting training and assessment.

## Upgrading or Updating

'Upgrading' and 'updating' are common terms used by RTOs marketing the TAE qualification to the VET sector. There is currently no regulatory requirement to 'upgrade' to the TAE40116 qualification. As a trainer and/or assessor you are able to meet regulatory requirements using any one of the options described above.

The term 'update' is commonly used to describe a program that is offered by an RTO to meet the requirements for additional units listed in option three and option four. As a trainer and assessor if you hold the additional units you do not need to participate in an update program. If you do not hold the additional units listed in options three and four, then you will need to undertake training and/or assessment for the unit/s you do not hold before 1 April 2019.



## CASE STUDY: EXAMPLE 2

John has worked in the VET sector for 2 years and holds the following qualification:

- TAE40110 Certificate IV in Training and Assessment (John's qualification includes the unit TAELLN401A Address adult language, literacy and numeracy skills as one of the three elective choices.)

John does not meet the 1 April 2019 requirements. He needs to engage in a program to gain the following unit only.

- TAEASS502 Design and develop assessment tools or its successor

## The Regulatory Requirement for Trainers and Assessors participating in Validation

Validation is an important activity to assist an RTO to determine that their assessment system is meeting the requirements of the *Standards for RTOs* for Clause 1.8, and for Clauses 1.9, 1.10 and 1.11.

It is important to ensure that validation is conducted by one or more suitably qualified persons who are not directly involved in delivery and/or assessment of the training product being validated (Clause 1.11).

Trainers and Assessors who participate in validation for an RTO can meet 1 April 2019 requirements with any one of the following three options described on page 2 of this Fact Sheet.

- Option One; or
- Option Three; or
- Option Four.

## Delivering qualifications and skill sets from the TAE Training Package

RTOs who deliver qualifications and skills sets from the Training and Assessment Training Package must also consider additional requirements for those who deliver from the TAE Training Package under supervision. By **1 April 2019** these trainers and assessors must meet one of the following two options described on page 2 of this Fact Sheet.

- Option One; or
- Option Three.

## Compliance

Auditors are looking for evidence that the RTO:

- has systems in place to ensure that all trainers and assessors used by the RTO for training and assessment and validation are credentialed in accordance with the requirements of the regulatory standards.
- has evidence of the qualifications held by each of the trainers and assessors used by the RTO for training and assessment and validation.